



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA

August 26, 1992

CUSTOMS MEMORANDUM ORDER
NO. 101-92

SUBJECT : Reports on International and Local Conferences/
Meetings attended by BOC's officials and employees

For purposes of maintaining complete reports and records of the proceedings and all relevant matters taken up in international and local conferences/meetings attended by BOC's officials and employees thereby providing complete information to whoever will attend the subsequent conferences/meetings, the following procedures shall be strictly observed in the matter of attendance in foreign/domestic conferences/meetings:

1. The concerned BOC officials and employees shall submit a report of all relevant matters taken up in said conferences/meetings to the Commissioner of Customs, Attention; The Chief, Central Records Management Division (CRMD) within seventy two (72) hours from their return for work at their respective offices.
2. Included in the report to be submitted are all documents, brochures, pamphlets, information papers, conference reports and the like distributed during the conferences/meetings.

Those who have attended foreign/domestic conferences/meetings in the past are likewise required to provide the CRMD with documents relative to said meetings/conferences.

This Order shall take effect immediately.


GUILLERMO L. PARAYNO, JR.
Commissioner